

*Headquarters Components Using Employee Record Card, OF-46  
Data from Personnel Records Survey, April 1956 - Mgt.*

| Second<br>or Third<br>Echelon | Component                       | Form No.<br>or Type of<br>Card Used | Employees Covered |                 |      |                 |                  |  | All<br>Career<br>Design. |
|-------------------------------|---------------------------------|-------------------------------------|-------------------|-----------------|------|-----------------|------------------|--|--------------------------|
|                               |                                 |                                     | Staff<br>Empl.    | Staff<br>Agents | Mil. | Contr.<br>Empl. | Contr.<br>Agents |  |                          |
| DD/I                          |                                 |                                     |                   |                 |      |                 |                  |  |                          |
| OCR                           | Admin. Staff                    | own form                            | X                 |                 |      |                 |                  |  |                          |
| ORR                           | Admin. Staff                    | OF-46                               | X                 |                 | X    |                 |                  |  | X                        |
|                               | " "                             | blank 3X5                           | X                 |                 | X    |                 |                  |  | X                        |
|                               | Geog. Area, Off. of Chief       | blank 5X8                           | X                 |                 |      |                 |                  |  |                          |
|                               | " " , Cartog. Div.              | blank 5X8                           | X                 |                 |      |                 |                  |  |                          |
| OBI                           | Admin. Officer                  | blank 5X8                           | X                 |                 | X    |                 |                  |  | X                        |
| OCI                           | Support Staff, Admin. Br.       | OF-46                               | X                 |                 | X    |                 |                  |  |                          |
|                               | " " " "                         | blank 3X5                           | X                 |                 | X    |                 |                  |  |                          |
|                               | Sim-Sov. Bloc Staff, Genl. Div. | blank 5X8                           | X                 |                 |      |                 |                  |  |                          |
| OO                            | Regional Staff, Western Div.    | OF-46                               | X                 |                 |      |                 |                  |  |                          |
| STATSPEC                      | Contact Div, Admin Staff        | OF-46                               | X                 |                 |      |                 |                  |  |                          |
|                               | [REDACTED]                      | SF-7                                | X                 |                 |      |                 |                  |  |                          |
|                               | " " "                           | OF-46                               |                   |                 |      | X               |                  |  |                          |
|                               | FDD, Admin. Office              | OF-46                               | X                 |                 |      |                 |                  |  | X                        |
|                               | " " "                           | binder                              | X                 |                 |      |                 |                  |  |                          |
|                               | " , FE Br.                      | binder                              | X                 |                 |      |                 |                  |  | X                        |
|                               | " , WW Br.                      | binder                              | X                 |                 |      |                 |                  |  | X                        |
| DD/S                          |                                 |                                     |                   |                 |      |                 |                  |  |                          |
| OP                            | Off. of Dir. - CMO              | 37-160                              | X                 |                 | X    |                 |                  |  | X                        |
|                               | Contract Pers. Div.             | OF-46                               |                   | X               |      |                 |                  |  |                          |
|                               | Records-Services Div.           | SF-7                                | X                 | X               | X    |                 |                  |  |                          |
|                               | " " "                           | OF-46                               | X                 |                 |      |                 |                  |  |                          |
| OL                            | Admin. Staff, Pers. & Trng. Br. | OF-46                               | X                 | X               |      |                 |                  |  | X                        |
|                               | Printing Services Div.          | OF-46                               | X                 |                 |      |                 |                  |  |                          |
|                               | Procurement Div.                | OF-46                               | X                 |                 |      |                 |                  |  |                          |
|                               | Supply Div.                     | OF-46                               | X                 |                 | X    |                 |                  |  |                          |
| 25X1A                         | " " , [REDACTED]                | OF-46                               | X                 |                 | X    |                 |                  |  |                          |
| OTR                           | Support Staff, Admin. Br.       | OF-46                               | X                 | X               | X    |                 |                  |  | X                        |
|                               | " " , JOT Program               | 833                                 |                   |                 |      |                 |                  |  |                          |
| DD/P                          |                                 |                                     |                   |                 |      |                 |                  |  |                          |
| FE                            | Support Staff, Pers. & Trng.    | OF-46                               | X                 | X               | X    | X               |                  |  |                          |
|                               | " " , " "                       | blank 5X8                           |                   |                 | X    |                 |                  |  |                          |
| 25X1A                         | [REDACTED]                      | blank 3X5                           |                   |                 |      |                 |                  |  |                          |
|                               | [REDACTED]                      | blank 5X8                           | X                 |                 | X    | X               |                  |  |                          |
| WH                            | Admin. & Log Staff              | OF-46                               | X                 | X               | X    | X               |                  |  |                          |
|                               | " " "                           | blank 3X5                           | X                 | X               |      |                 |                  |  |                          |
| FI                            | Admin., Pers. & Career Mgt. Br. | 37-160                              | X                 | X               | X    |                 |                  |  | X                        |
|                               | " " " " "                       | blank 5X8                           | X                 |                 | X    |                 |                  |  |                          |
|                               | " " " " "                       | OF-46                               |                   | X               |      |                 |                  |  |                          |
|                               | Operations Div., Off. of Chf.   | blank 3X5                           | X                 | X               |      |                 |                  |  |                          |
|                               | Plans Div., Projects Br.        | blank 5X8                           |                   | X               | X    | X               | X                |  |                          |
|                               | Requirements Div., OIS          | blank 5X8                           | X                 |                 |      |                 |                  |  |                          |
|                               | Records Integration Div.        | own form                            | X                 |                 |      |                 |                  |  |                          |
|                               | " " "                           | blank 3X5                           | X                 |                 |      |                 |                  |  |                          |

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| Comments                                                                                                              | File Arrangement                                                                                                        | Ref. No.              |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Training data not kept current.                                                                                       | T/O order - visible index<br>Alpha - vis. index<br>T/O order - vis. index<br>T/O order                                  | 1<br>4<br>5<br>3      |
| "Running record of all employee activities"<br>Physical location, if detailed.<br>Record for promotion consideration. | T/O order - vis. index<br>Component - alpha.<br>T/O order - vis. index<br>Grade - date of gr.<br>T/O order - vis. index | 2<br>2<br>2<br>5<br>2 |
| Travel                                                                                                                | alpha - vis. index<br>T/O order - vis. index                                                                            | 1<br>4                |
| travel-arrival dates, personal history                                                                                | alpha - vis. index                                                                                                      | 1                     |
| Travel                                                                                                                | alpha within bureau - " "                                                                                               | 2                     |
| TDy                                                                                                                   | T/O order - vis. index                                                                                                  | 1                     |
| LWOP, etc.                                                                                                            | T/O order                                                                                                               | 5                     |
| For career planning                                                                                                   | alpha                                                                                                                   | 7                     |
| " " "                                                                                                                 | "                                                                                                                       | 9                     |
| See form; is completely filled out                                                                                    | T/O order - vis. index                                                                                                  | 1                     |
| Summary of service                                                                                                    | T/O order - by pseudo<br>T/O order - vis. index<br>T/O order - vis. index                                               | 3<br>20<br>2          |
| rotation dates; full profile                                                                                          | T/O order - vis. index<br>T/O order - vis. index                                                                        | 2-3<br>1              |
| "medical hold" data                                                                                                   | T/O order - vis. index                                                                                                  | 6                     |
| includes wage board employees                                                                                         | T/O order<br>T/O order - vis. index<br>T/O order - vis. index                                                           | 1<br>2<br>2           |
| TOT Data Card, Form 833                                                                                               | alpha within status                                                                                                     | 2                     |
| military occupational specialty                                                                                       | T/O order - vis. index                                                                                                  | 2                     |
| summary personnel & operational data                                                                                  | Branch - station<br>Project - alpha<br>T/O order - vis. index                                                           | 26<br>37<br>4         |
| rotation dates; foreign travel                                                                                        | T/O order - vis. index                                                                                                  | 1                     |
| record for promotion consideration                                                                                    | G.S. grade - date of gr.<br>alpha                                                                                       | 12<br>8               |
| see form; is completely filled out                                                                                    | T/O order - vis. index<br>Area div. - geographically                                                                    | 9<br>10               |
| date of gr. - used for promotion consideration                                                                        | alpha                                                                                                                   | 16                    |
| agents' contract details                                                                                              | alpha by pseudo<br>T/O order                                                                                            | 28<br>41              |
| some profile data                                                                                                     | T/O order - vis. index                                                                                                  | 1                     |
| record for promotion consideration                                                                                    | date of grade                                                                                                           | 4                     |

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| Pos.<br>and<br>Incumbents | Comments                                       | File<br>Arrangement        | Ref.<br>No. |
|---------------------------|------------------------------------------------|----------------------------|-------------|
| X                         | Training data not kept current.                | T/O order - visible index  | 1           |
| X                         |                                                | Alpha - vis. index         | 4           |
| X                         |                                                | T/O order - vis. index     | 5           |
| X                         |                                                | T/O order                  | 3           |
| X                         | "Running record of all employee activities"    | T/O order - vis. index     | 2           |
| X                         | Physical location, if detailed.                | Component - alpha.         | 2           |
| X                         | Record for promotion consideration.            | T/O order - vis. index     | 2           |
| X                         | travel                                         | Grade - date of gr.        | 5           |
| X                         |                                                | T/O order - vis. index     | 2           |
| X                         | travel-arrival dates, personal history         | alpha - vis. index         | 1           |
| X                         | travel                                         | T/O order - vis. index     | 4           |
| X                         | TDy                                            | alpha - vis. index         | 1           |
| X                         | LWOP, etc.                                     | alpha within bureau - " "  | 2           |
| X                         | For career planning                            | T/O order - vis. index     | 1           |
| X                         | " " "                                          | T/O order                  | 5           |
| X                         |                                                | alpha                      | 7           |
| X                         |                                                | "                          | 9           |
| X                         | See form; is completely filled out             | T/O order - vis. index     | 1           |
| X                         |                                                | T/O order - by pseudo      | 3           |
| X                         | Summary of service                             | T/O order - vis. index     | 20          |
| X                         |                                                | T/O order - vis. index     | 2           |
| X                         | rotation dates; full profile                   | T/O order - vis. index     | 2-3         |
| X                         |                                                | T/O order - vis. index     | 1           |
| X                         | "medical hold" data                            | T/O order - vis. index     | 6           |
| X                         | includes wage board employees                  | T/O order                  | 1           |
| X                         |                                                | T/O order - vis. index     | 2           |
| X                         | JOT Data Card, Form 833                        | T/O order - vis. index     | 2           |
| X                         |                                                | alpha within status        | 2           |
| X                         |                                                | T/O order - vis. index     | 2           |
| X                         | military occupational specialty                | Branch - station           | 26          |
| X                         | summary personnel & operational data           | Project - alpha            | 37          |
| X                         |                                                | T/O order - vis. index     | 4           |
| X                         | rotation data; foreign travel                  | T/O order - vis. index     | 1           |
| X                         | record for promotion consideration             | G.S. grade - date of gr.   | 12          |
| X                         | see form; is completely filled out             | alpha                      | 8           |
| X                         |                                                | T/O order - vis. index     | 9           |
| X                         | date of gr. - used for promotion consideration | Area div. - geographically | 10          |
| X                         | agents' contract details                       | alpha                      | 16          |
| X                         |                                                | alpha by pseudo            | 28          |
| X                         |                                                | T/O order                  | 41          |
| X                         | some profile data                              | T/O order - vis. index     | 1           |
| X                         | record for promotion consideration             | date of grade              | 4           |